

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS AND SOIL SCIENTISTS

PROFESSIONAL GEOLOGIST SECTION

INSTRUCTION PACKET FOR PROFESSIONAL GEOLOGY LICENSE

Enclosed are forms to apply for geology licensure and a copy of the Wisconsin Statutes and Administrative Code relating to registration. **This is not the application if you want to apply for the geologist examination. To obtain the exam application, contact CPS Human Resource Services at either www.cps.ca.gov or (916) 263-3644.**

FILING AN APPLICATION - All applicants for licensure as a professional geologist must complete an "Application for Professional Geologist License" (Form #2084). Please type or print all information when completing this form.

Applicants who wish to apply for licensure by comity (reciprocity) as a geologist under sec. 470.06, Stats., are required to complete all application materials including the "Supervised Experience Evaluation Form" (Form #2446) or the "Peer Review Evaluation Form" (Form #2445).

Completed applications with all required attachments must be mailed to the address listed above. Applications mailed by special courier must be addressed to the Department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703. **Contrary to past procedures, you must send all application materials, including transcripts and personal references to the Geologist Section.**

FEES – Applicants who have taken the examination have already paid the credential fee. Therefore, no additional fee is required.

Applicants applying by comity need to remit the fee of \$59 with the application forms. Please include a check or money order made payable to the Department of Regulation and Licensing.

EDUCATION - Official transcripts showing courses taken and degrees received are required. A bachelor's degree is required. **Transcripts must be sent by the college or university to you. Unofficial copies of transcripts are not acceptable.** If you attended more than one school, and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). A master's degree and/or Ph.D. degree in geology is equivalent to 1 year of the required experience.

If the degree is from an international educational institution, you must provide an official detailed evaluation by a credential evaluation service which shows that the degree is equivalent to a bachelor's degree in geology or a bachelor's degree with a major in geology meeting the requirements under sec. 470.04(2), Stats., granted by a college or university accredited by a regional accrediting agency approved by the state board of education or by a Canadian accrediting agency satisfactory to the board. A list of credential evaluation services is available from the board office.

SUPPLEMENTAL FORM (Form #2085) - Complete the "Supplemental Form" indicating the geology courses taken and where the courses were taken. Transcripts must be submitted to substantiate all courses listed. Give title and publisher of significant scientific articles or books you have authored or co-authored.

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EXPERIENCE RECORD (Form #2392) - When completing the "Experience Record" include as many applicable experience requirements, outlined in the Wisconsin Administrative Code, as possible. Provide a complete chronological listing of your background beginning with your education. Indicate when employment is full-time vs. part-time. Please type or print all information.

SUPERVISED EXPERIENCE EVALUATION FORM (Form #2446) - All applicants applying for licensure under sec. 470.04(2), Stats., must complete either the "Supervised Experience Evaluation Form" (Form #2446) or the "Peer Review Evaluation" (Form #2445).

The "Supervised Experience Evaluation Form" must be completed by a licensed professional geologist who has supervised or has firsthand knowledge of the applicant's relevant work experience relating to professional geology. A minimum of 2 years of geological work must have been performed under the supervision of a registered professional geologist or under the supervision of another person whom the Professional Geologist Section determines is qualified to have responsible charge of geologic work.

Evaluators may be geologists registered in another state or with a geological organization, geological faculty who supervised geological work experience (provided that the experience may not have been used towards school degree requirements), or geological engineers who meet the definition of a geologist. If your evaluator does not meet these qualifications, please ask him or her to submit a resume and transcript so that the Professional Geologist Section may verify his or her geologic background.

PEER REVIEW EVALUATION (Form #2445) - The "Peer Review Evaluation" must be completed by licensed professional geologists who have had professional contact with the applicant's practice and who certify that the applicant is qualified to assume responsible charge of geologic work. Submission of at least 3 peer review evaluation forms of the last 2 years of professional experience is required.

Evaluators may be geologists registered in another state or with a geological organization, geological faculty who supervised geological work experience (provided that the experience may not have been used towards school degree requirements), or geological engineers who meet the definition of a geologist. If your evaluator does not meet these qualifications, please ask him or her to submit a resume and transcript so that the Professional Geologist Section may verify his or her geologic background.

REFERENCES - Provide replies from 5 individuals, 3 of whom shall have personal knowledge of your experience in geologic work using the enclosed "Professional Geologist Applicant Appraisal Form" (Form #2086). It is required that one of the 3 references having personal knowledge of your experience in geologic work must be licensed as a geologist in Wisconsin. Evaluators may also be used as a reference. Family members can act as supplemental references in support of an application, but not as one of the 5 required responses. Type or print your name in the box at the top of each form prior to distribution. **Forms must be forwarded by you to this office with your application.**

VERIFICATION OF EXAMINATION SCORES OR APPLICANTS APPLYING BY COMITY - If you have completed parts of the geology examination or are licensed in another state you must contact the licensing agency in that state and request that the state provide official verification of your scores and licensure directly to this office. Please call the Section office at the number listed on page 1 to request a "Verification of Examination or Registration" (Form #2391) if this form is needed and a copy was not included in your packet. Complete Section I of the "Verification of Examination or Registration" (Form #2391) and forward it to the licensing agency in your original state of examination or licensure for completion. Most state boards require a fee for completion of a verification form. Contact your registration board to see if a fee is required.

APPLICANTS APPLYING FOR LICENSURE AS A PROFESSIONAL GEOLOGIST BY COMITY - To be eligible for licensure in Wisconsin by comity, you must have passed an examination as part of your licensure requirement for another state and must hold a current license in another state. Wisconsin requires all applicants for licensure by comity to submit evidence satisfactory to the Section that the requirements of the other state, territory or country that issued the license are substantially equivalent to the requirements of this state.

REVIEW DATES - Applications will be presented to the Geologist Section for evaluation when all required documents are received.

Review Dates

February 16, 2006

August 17, 2006

Deadline Dates for Receipt of All Documents

February 2, 2006

August 3, 2006

These are tentative meeting dates and are subject to change.